



VELU MURUGAN

■ CONTACT

☎ +63 969 155 9821

📍 Purok 5, Brgy. Dita, Sta. Rosa.

✉ velu2ko3@gmail.com

■ SKILLS

- Microsoft Office Suite
- Administrative experience
- Time Management
- Organizational skills
- Data Entry
- Data & IT Skills
- Record-keeping and following protocols

■ REFERENCE

Heizel Anne Basilio

Maranatha Christian Academy,
+63 961 416 7691

■ CERTIFICATIONS

- Deloitte Data Analytics: Visualization & Storytelling
- Google Analytics Certification
- Prompt Design for AI (Vertex AI)
- Research and Scientific Writing (Academic)

■ SUMMARY

- Highly adaptable and results-oriented professional with a Bachelor's degree in Biology and experience in healthcare, education, laboratory operations, data analysis, and administrative work.
- Skilled in handling patient interaction, documentation, scientific reporting, and hospital-related workflows.
- Recognized for fast learning, professionalism, and the ability to work accurately under pressure with empathy and confidentiality.

■ EDUCATION

Bachelor of Science in Biology (Pre-Medicine)

Ago Medical and Educational Center, Albay, Bicol

Graduated August 2024

■ PROFESSIONAL EXPERIENCE

HIGH SCHOOL TEACHER – SCIENCE & ENGLISH

Maranatha Christian Academy, Cabuyao, Laguna
July 2024 - April 2025

- Taught Biology, Earth & Life Science, and academic subjects to Grades 4–12.
- Trained students in research writing, data interpretation, scientific method, and lab safety.

LABORATORY INTERN

Ago General Hospital, Legazpi
Oct 2023 - Dec 2024

- Assisted in specimen handling, diagnostic preparation, and basic clinical procedures.
- Maintained sterility, safety protocols, and SOP compliance in laboratory operations.